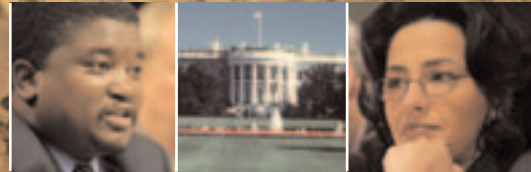


Civil Society Nonprofit Scholars APPLICATION FORM



Civil Society Nonprofit Scholars

| APPLICATION INSTRUCTIONS

The Corporation for National and Community Service and the Woodrow Wilson International Center for Scholars are pleased to announce the Civil Society Nonprofit Scholars program. This unprecedented collaboration supports research on civil society, the nonprofit sector, volunteerism, and public policy in the United States.

The program solicits applications from individuals who wish to spend nine months conducting applied research that will advance the understanding of civil society, the nonprofit sector, volunteerism, and public policy. Scholars will receive a stipend based on their current salary, be located at the Corporation in Washington, DC, and develop relationships with other organizations in the Washington area.

They will participate in Corporation-sponsored activities as well as in seminars and other events offered by the Center for the larger

community of
Woodrow Wilson
fellows and
scholars.

Applications are
welcome from any
country, but
applied research
proposals must

explore preferred themes within an American context. For academic participants, eligibility is limited to the postdoctoral level. For other applicants, an equivalent level of professional achievement is expected.

“To work for
the common
good is the
greatest creed.”

—Woodrow Wilson

Scholars 2003–2004

Deadline	Notification
February 3, 2003	April 2003

Applications must be received at the Corporation by 5:00 p.m. Eastern Standard Time on February 3, 2003. The Corporation will not accept applications that are submitted by fax or e-mail. Due to delays in delivery of regular U.S. Postal Service mail to government offices, your application may not arrive in time to be considered. We strongly encourage you to use U.S. Postal Service priority mail or a commercial overnight delivery service.

Applications must include, collated and unstapled, one original and two copies of the following:

- Application form
- Publication list
- Project proposal
- Bibliography for project
- Financial Information Form

In addition, two reference letters must reach the Corporation as close as possible to the application deadline. Your referees must submit these letters directly to the Corporation.

For an application checklist, see the last page of these instructions.

Send Scholars applications to:

Civil Society Nonprofit Scholars
Corporation for National and Community Service
1201 New York Avenue, NW, Rm. 8100-H
Washington, DC 20525

Telephone: 202-606-5000, ext. 571

TTY: 202-565-2799

Fax: 202-565-2785

E-mail: scholars@cns.gov

www.nationalservice.org/scholars

www.wilsoncenter.org/scholars

Upon request, this information will be made available in alternative formats for people with disabilities.

PROGRAM PURPOSE

As Alexis de Tocqueville's *Democracy in America* (1835) observed more than a century and a half ago, the voluntary, nonprofit sector represents a critical component of American society. Today, as in the past, American citizens form voluntary associations to promote public goods and stimulate democracy. Since the nation's well being is closely connected to the health of its voluntary sector and how that sector contributes to civil society, this program supports up to three individuals who wish to enhance our collective understanding of a central but under-researched aspect of American life.

THE CORPORATION AND THE CENTER – A COLLABORATION

In the Wilsonian tradition of cooperation, the Corporation for National and Community Service and the Woodrow Wilson International Center for Scholars created the Civil Society Nonprofit Scholars program. This new program exemplifies the common goals of the Corporation and the Center. Through encouraging citizens to engage in national and community service, the Corporation strives to strengthen democratic institutions by fostering civic responsibility and civic engagement. In the spirit of Woodrow Wilson's commitment to scholarship and democracy, the Center pursues work that symbolizes and strengthens the relationship between the world of learning and the world of public affairs.

THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

The Corporation for National and Community Service connects Americans of all ages and backgrounds with opportunities to give back to their communities and their nation through voluntary service. More than two million Americans serve their fellow citizens each year through the Corporation's three main programs: Senior Corps, AmeriCorps, and Learn and Serve America. In partnership with nonprofit groups, faith-based organizations, schools, and other public agencies, the Corporation promotes civic engagement and civil society. Participants in its programs tutor children, build and renovate homes, provide immunizations and health screenings, clean up and preserve the environment, serve on neighborhood crime-prevention patrols, and respond to disasters. They also recruit and manage volunteers and otherwise help to build the strength and effectiveness of nonprofit organizations. Through its Department of Research and Policy Development, the Corporation conducts a wide range of research and evaluation activities focused on program quality and service delivery. The Corporation and its programs are part of USA Freedom Corps, a White House initiative to foster a culture of citizenship, service, and responsibility, and help all Americans answer the President's Call to Service. For more information, visit www.nationalservice.org.

WOODROW WILSON INTERNATIONAL CENTER FOR SCHOLARS

President Woodrow Wilson wrote, "The man who has the time, the discrimination, and the sagacity to collect and comprehend the principal facts, and the man who must act upon them, must draw near to one another and feel that they are engaged in a common enterprise." Created by the Congress of the United States in 1968 as the nation's official memorial to its 28th president,

the Center seeks to commemorate both the scholarly depth and the public concerns of Woodrow Wilson through its program of advanced research. The Center emphasizes breadth of representation in its international company of fellows, and an active life of dialogue—within the Center and within Washington. The Center offers a forum for the widest diversity of views and encourages free and lively debate. It is this continuing dialogue between public affairs and scholarship which makes the Center unique. The Center distinguishes itself from policy institutions in its consideration of issues in a broader and more reflective manner beyond a narrow analysis of current crises and policy options; at the same time the Center differs from academe in linking the worlds of learning and of public policy. In addition to this joint scholars program and other residential fellowship programs, the Center conducts conferences and seminars and disseminates the content of these meetings and of fellows' research through *The Wilson Quarterly*, *Centerpoint* (the Center's monthly newsletter), *Dialogue* (the Center's radio and television programs), and the Woodrow Wilson Center Press, which has co-publishing arrangements with Cambridge University Press, the Johns Hopkins University Press, and Stanford University Press. Further information on these and other activities, as well as a current list of scholars in residence, can be found on the Center's website, www.wilsoncenter.org.

ELIGIBILITY AND SELECTION CRITERIA

Through an annual international competition, the Corporation and the Center will name up to three Civil Society Nonprofit Scholars who will have offices at the Corporation in Washington, DC. Representing the broad range of the social sciences and humanities, successful applicants will have submitted outstanding applied research proposals that will illuminate contemporary public policy issues. The program expects each scholar to utilize the extensive research resources afforded by the Corporation, the Center, and the nation's capital. In addition, as part of their applied research, scholars will associate with a nonprofit institution or federal agency based in the Washington metropolitan area.

Civil Society Nonprofit Scholars, who will be chosen for their outstanding capabilities and experience, will come from a wide variety of backgrounds (including government, nonprofit practitioners, the corporate world, the professions, and academia). For academic applicants, eligibility is limited to the postdoctoral level and these candidates should demonstrate scholarly development—as evidenced through publications—beyond their doctoral dissertation. For other applicants, an equivalent level of professional achievement is expected. Applicants working on degrees at the time of the application (even if the degree is to be awarded prior to the proposed scholars program year) are not eligible unless there is an equivalent level of professional achievement evidenced in their work experience. Similarly, proposals that represent advocacy research are not eligible, nor are research projects in the natural sciences, dance, the visual arts, or projects that create musical compositions. Other ineligible projects include: the rewriting of a doctoral dissertation; the editing of texts, papers, or documents; and the preparation of textbooks, anthologies, or translations. Projects that involve the writing of memoirs are discouraged, but will be considered. In addition, applicants for the 2003-2004 Woodrow Wilson fellowship will not be considered for the 2003-2004 Civil Society Nonprofit Scholars award.

All applicants should have a very good command of spoken English since the Corporation and the Center encourage the exchange of ideas among their scholars.

| SELECTION PROCESS

Scholars program awards are made on a competitive basis. Applications are assessed by an interdisciplinary panel of distinguished scholars and practitioners. The panel's recommendations are presented to the Corporation's CEO for final selection.

The basic criteria for selection are:

Merit of Project. The merit of the proposed project will be assessed as follows: 1) the likelihood that the project will have a major impact on and further our understanding of civil society, nonprofit organizations, volunteerism, and public policy within the United States; 2) the project's originality—it should add to current knowledge or practice in the area, not duplicate work being performed by others or pre-existing studies on the topic; 3) the importance of conducting the project in Washington, DC; 4) the project's feasibility—i.e., the likelihood that substantial research can be completed during the program period; and 5) whether the scope, methodology, and approach are appropriate to the project.

Merit of Applicant. Degree of predictability that the prospective scholar has the academic or professional background, expertise, and overall ability to conduct the project. Likelihood that the applicant will utilize the scholars program experience to affect future work.

In particular, the program welcomes those projects that transcend narrow specialties and methodological issues of interest only within a specific academic discipline. Projects should involve fresh applied research—in terms of both the overall field and the author's previous work. Above all, projects should have relevance to the world of public policy.

| SCHOLARS' RESPONSIBILITIES AND INSTITUTIONAL AFFILIATION

Scholars are expected to work from their offices at the Corporation and to participate in appropriate meetings organized by the Corporation and the Center. Whenever feasible, scholars will attend, and present their own work at informal, internal Work-in-Progress Seminars. In addition, scholars may make more formal presentations to the public—a colloquium, seminar, workshop, or other form of meeting.

As part of the application, prospective scholars will be asked to propose a federal agency or nonprofit institution with which they would like to associate as they conduct their research. While scholars would eventually secure access to a specific organization (with primary assistance from the Corporation but with possible assistance from the Center), they would not be working for it. Instead, scholars would conduct their own applied research. For this program, the definition of nonprofit organizations is defined below:

Nonprofit organizations are any corporation, trust, association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. [Source: OMB Circular A-122 Sec. 4.a.]

Eligible nonprofit organizations would include charitable organizations, institutes, think tanks, and academic institutions. Organizations whose primary role is advocacy would not be eligible.

The award winners will also be expected to interact with Washington policymakers as well as Center and Corporation staff working on similar topics. The program expects scholars to disseminate their research findings through various public media (e.g., through presentations, open forum discussions, publications, Web postings, etc.).

| THEMES

Applicants are encouraged to submit proposals that fit into three primary themes: (1) the relationship between democratic institutions and nonprofit organizations; (2) the role of service and citizenship in modern society and civil society; and (3) civic engagement and public policy. Applied research proposals must explore these themes within an American context. Examples of potential research topics include:

- Analyzing nonprofit-government relationships in a social service field
- Investigating how tax code changes affect charitable giving
- Examining how the tax code could augment service and volunteering
- Identifying how small voluntary associations can build organizational capacity while retaining their original mission
- Determining how public policies increase or decrease social capital
- Identifying the conditions under which social problems respond favorably to the efforts of volunteers and voluntary action

| FACILITIES AND SERVICES

The scholars will be in residence at the Corporation in Washington during the program period. Each scholar will be assigned furnished office space, with a Windows-based personal computer that is available every day around the clock. The Corporation building is a smoke-free environment. Located in the heart of Washington, the Corporation is a 10-minute walk from the Center. Professional librarians at the Center will provide access to reference libraries and other research facilities to assist scholars with their projects. Although scholars are responsible for locating their own housing in the Washington metropolitan area, the program will provide written materials to facilitate the search process.

STIPEND

Under this program, the Corporation provides the stipends and tries to ensure that the amount allocated, together with the scholar's other sources of funding, approximates the individual's regular salary. Funds for health coverage (if needed) and any travel costs will be negotiated into the total stipend amount. For the purposes of this program, other sources of funding include grants secured by the applicant and sabbatical allowances, but do not include acceptance of any other residential award or grant. Stipends provided in 2001 under similar programs ranged from \$29,500 to \$73,000. Under no circumstances will 2003-2004 Civil Society Nonprofit Scholars receive a stipend higher than \$85,000.

LENGTH OF APPOINTMENT

Scholars are expected to be in residence at the Corporation for nine months from September 2003 through May 2004. The program does not make scholars awards for the summer months (June, July, August).

CONDITIONS OF AWARD

Scholars must devote full time to their applied research and may not accept a teaching assignment or undertake any other major activities that require absence from the Corporation during their scholars program tenure. Applicants must notify the Corporation when they receive other sources of support, including other fellowships or foundation grants, which may affect their request for financial support from the Corporation. Once scholars program awards are made, and at the Corporation's discretion, project titles may be modified to reflect the Corporation's and the Center's missions.

INSTRUCTIONS TO APPLICANTS

The Application

A complete application must include the following:

1. The enclosed three-page, single-sided Civil Society Nonprofit Scholars Application Form (You may download, complete, and print out this form online at www.nationalservice.org/scholars or at www.wilsoncenter.org/scholars.)
2. A list of your publications (not to exceed three pages)
3. A project proposal (not to exceed five single-spaced or ten double-spaced typed pages, using 12-point type)
4. A bibliography for the project that includes primary sources and relevant secondary sources (not to exceed three pages)
5. The one-page Financial Information Form

Please submit, collated and unstapled, one original and two copies of items 1, 2, 3, 4, and 5. Please do not send sample publications. All application materials must be submitted in English. Applications submitted via fax or e-mail will not be considered.

The Project Proposal

It is essential to make your project clear to individuals outside your own field and to explain its broader implications. The elements requested below should be incorporated into the text:

1. A detailed description of the applied research project you plan to undertake and its importance vis-à-vis one or more of the three primary themes
2. The federal agency or nonprofit institution with which you would like to associate during the scholars program period, and the relevance of this institution to your project
3. The originality of the proposed project
4. The basic ideas and hypotheses
5. The importance of the work, both in relation to the broader realm of scholarship on the topic and to your own scholarly or professional goals
6. The methodology or approach to be used (please be specific)
7. If an on-going project, its present status, including how much has already been done and what you hope to accomplish during your scholars program year
8. The materials that will be used, and, where appropriate, the importance of Washington-area resources
9. The relevance of the project to contemporary domestic policy issues. (It is essential to include this element.)

Applicants who would like suggestions on preparing the proposal may visit the Woodrow Wilson Center's website at www.wilsoncenter.org and click on "Fellowships," then "Application Instructions and Forms." You can then click on "The Art of Writing Proposals," published by the Social Science Research Council.

Letters of Recommendation

Please have two letters of reference sent directly to the Corporation by the deadline. Your referees should be familiar with you and your work, and you should send them a copy of your project proposal so that they can comment specifically upon your proposed study, your qualifications for undertaking it, and how you and/or your work would contribute to one or more of the three scholars program themes, the Corporation's mission, and the Center's goal of bridging the gap between the world of learning and the world of public affairs. The letters should follow the guidelines for referees outlined in the Reference Letter Form. Do not send letters written for another purpose, such as those for a job application. Due to the large number of reference letters submitted to the Corporation, you should contact your referees directly to ensure that your letters have been sent to us.

| DEADLINE FOR APPLICATIONS

The program holds one round of competitive selection per year. The deadline for receipt of scholars program applications for 2003-2004 is February 3, 2003, and decisions on appointments will be announced in April 2003.

| APPLICATION CHECKLIST

Collated and unstapled, one original and two copies of the application materials listed in the order below:

- ☐ The three-page, single-sided Scholars Application Form
- ☐ A list of your publications (not to exceed three pages)
- ☐ A project proposal (not to exceed five single-spaced or ten double-spaced pages, using 12-point type)
- ☐ A bibliography for the project that includes primary sources and relevant secondary sources (not to exceed three pages)
- ☐ The one-page Financial Information Form

In addition, two reference letters, to be submitted directly to the Corporation by the referees.

The program will not accept applications submitted via fax or e-mail.

Civil Society Nonprofit Scholars

Corporation for
NATIONAL &
COMMUNITY
SERVICE 



Woodrow Wilson
International
Center
for Scholars